



Law Enforcement Training Scholarship (LETS) Grant Program

Notice of Funding Availability (NOFA) Application Guidance Kit

Online Submission Deadline: Continuous

**Funded through:
Edward J. Byrne Memorial Justice Assistance Grant,
Office of Justice Programs,
Bureau of Justice Assistance (CFDS #16.738)**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glen Fuston, Jr., Executive Director

Eligibility

Funding through this solicitation is available to entities listed under [Eligibility Criteria](#) to provide support for specialized investigative and law enforcement training.

Important Links

Application Instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS):

<http://goccp.maryland.gov/grants/>

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the Law Enforcement Training Scholarship (LETS) Grant Program from the Governor's Office of Crime Prevention, Youth, and Victim Services. The primary purpose of the LETS program is to provide support for specialized investigative and law enforcement training for criminal justice personnel. These efforts support the Office's objective of developing criminal justice strategies that are coordinated by developing a culture of collaboration, information sharing, and knowledge transfer.

If you need application technical assistance, please contact:

Quentin Jones
LETS Program Manager
Quentin.Jones@maryland.gov

Mary Abraham
Deputy Director of Grants
Mary.Abraham@maryland.gov

Richard Alban
Director of Public Safety Strategies
Richard.Alban@maryland.gov
(410) 697-9333

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Service's Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

Table of Contents

Eligibility Criteria	4
Program Description	4
Program Requirements	5
Project Summary	5
Program Narrative	5
Post Training Requirements	6
Application Process	6
Training/ Technical Assistance (TA)	7
Important Dates	7
Application Evaluation	7
Funding Specifications	8
Allowable Costs	8
Unallowable Costs	8
Consultant Rates	8
Distribution of Funds & Reporting Requirements	8
Application Checklist	10

I. Eligibility Criteria

The following Maryland entities are eligible to submit an application under the Law Enforcement Training Scholarship (LETS) grant program:

- Local Law Enforcement
- State Law Enforcement
- Local State's Attorney's Offices
- Maryland Attorney's General Office
- Maryland Office of the Inspector General
- Maryland Office of the Inspector General for Education

Scholarships may range up to \$5,000 per individual, per course. However, an agency's total fiscal year LETS request cannot exceed \$5,000. Due to the costs involved with applying for and processing grant awards, the Governor's Office of Crime Prevention, Youth, and Victim Services will not consider applications that total less than \$1,000.

II. Program Description

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services

B. Opportunity Title

Law Enforcement Training Scholarships (LETS) Grant Program

C. Submission Date

Ongoing; subject of funding availability

D. Anticipated Period of Performance

Varies by each request

E. Funding Opportunity Description

The purpose of LETS grant program is to provide support for specialized investigative and law enforcement training such as classes and seminars in investigation, crime prevention, fraud, waste and abuse as well as crime analysis including, but not limited to: crime scene investigation, laboratory procedures, certification of crime lab skills, data driven policing strategies (i.e. crime analysis, mapping), law enforcement information sharing, victim services/witness protection, and investigative techniques. Scholarships cover the costs associated with attending these specialized training courses. LETS cannot support courses where the primary result is gaining college credits toward a degree, networking seminars, or generalized management training.

Scholarships may allow more than one officer to attend training; however, due to the current availability of federal funds, applicants are encouraged to limit the number of attendees and disseminate learned information to related staff. In cases where it is more cost effective, agencies may apply for LETS to bring trainers to their agency. Unless the training runs back to back, each requested training requires a separate LETS application.

III. Program Requirements

Consistent with agency needs, individuals receiving scholarships are expected to remain with the agency for at least one (1) year following the completion of training. All individuals awarded a scholarship must submit proof of the completed training (i.e. certification of completion).

A. Project Summary

LETS funds a very specific service (training), therefore the template below should be used when completing the project summary of your application.

The __Your Agency's ¹__ XXX Training¹__ program enhances officer's ² skills and knowledge through specialized training. The program allows __#__³ officers to attend the "requested training's name" on Month Day, Year³. This training provides information on _____⁴. Grant funds provide registration fees, travel costs, lodging, and training materials⁵.

You will need to make the following additions/changes to the above template:

1. Insert your Agency name and the Project Title.
2. Insert the proper attendee title (i.e., deputies, lab technicians, officers etc.)
3. Insert the attendee quantity, name of training, and date(s) the training takes place.
4. Provide a brief explanation of what the training covers.
5. Add/remove budget items as needed.

B. Program Narrative

In an outline-style format (retaining numbering, lettering, and headers below) provide the following information:

1. Description of Training

- a. Provide detailed information about the training.
- b. Upload literature/brochures provided by the training provider.
- c. If available, include website links related to the requested training.

2. Participants

- a. Provide a brief description of the professional experience for the training participants.
- b. Describe the need for training and how it will benefit the participants/those they serve.

3. Funding Justification

- a. Explain the financial need for LETS and why the costs cannot be funded through your current or future operational budgets.
- b. Include your department's training budget (dollar figure) for the past three fiscal years.
- c. Confirm whether or not your budget currently contains funding for this training.

- d. Confirm LETS will not supplant local funding currently allocated to training.
- e. Confirm LETS requests abide by your local jurisdiction's procurement regulations.

4. Information Sharing

- a. Describe plans to share the information learned with staff within your agency.
- b. Describe plans to share the information with neighboring agencies.
- c. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.

5. Timeline

- a. Provide a timeline for when training will occur and funds will be encumbered. Please be sure to include: key tasks, person(s) responsible for completing each task, and targeted dates for completion.

IV. Post Training Requirements

Attendees may be called upon to share learned information with nearby agencies and staff within the attendee's agency. Additionally, applicants who receive funding must provide programmatic reporting describing the completed training's benefits. Finally, sub-grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to our office on a quarterly basis.

The following is a sample list, and is not inclusive of all potential outputs and outcomes that may be included in final awards:

- Number of staff requested to attend training
- Number of staff who attended training
- Number of staff who completed training
- Number of staff who attended training reported an increased knowledge and understanding about the topic
- Number of trainings held (if applicable)
- Number of attendees (if applicable)
- Number of attendees who reported an increased understanding about the topic (if applicable)

V. Application Process

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.

If you have not previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

If you have previously applied through the web, use your existing User ID and password. If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact:

Quentin Jones
LETS Program Manager
Quentin.Jones@maryland.gov

VI. Training/ Technical Assistance (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through training videos posted on the Office website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc. Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VII. Important Dates

Applications are accepted and processed on an ongoing basis, subject to funding availability. Applications must be received at least thirty (30) business days before the training begins. You will receive an email and/or written notification of funding approval or denial within 21 days of submission of a complete application.

VIII. Application Evaluation

The Governor's Office of Crime Prevention, Youth, and Victim Services will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

- Need for training
- Benefit to participants/those they serve
- Plan to share information
- Timeline
- Budget (reasonableness, cost effectiveness, detailed justification per line item)
- Reach
- Audit findings
- Performance history with previous awards

Preference will be given to agencies that have not received a LETS award within the past six months.

IX. Funding Specifications

A. Allowable Costs

The following is a list of services, activities, and costs that are eligible for support with LETS within a sub-recipient's organization:

- Registration
- Training materials
- Travel expenses (such as airfare, mileage, parking, ground transportation)
- Lodging
- Per diem for meals

B. Unallowable Costs

The following services, activities, and costs cannot be supported with LETS:

- Overtime
- Equipment
- Backfilling officers

The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

C. Consultant Rates

The threshold for consultant rates is \$650 per day or \$81.25 per hour. Rates above this threshold will be considered on a case by case basis with sufficient budget justification.

The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions and adjustments at its discretion.

X. Distribution of Funds & Reporting Requirements

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at <http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

Our office encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD) /Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

There is no match required for this funding source. **Do NOT enter a match into your budget.** If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

XI. Application Checklist

What an application **MUST** include to be considered for funding:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative (refer to [Program Narrative](#))
 - _____ Description of Training
 - _____ Participants
 - _____ Funding Justification
 - _____ Information Sharing
 - _____ Timeline
- _____ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- _____ Literature/ Brochures from Training Provider
- _____ Budget and Budget Justification
 - _____ Travel
 - _____ Contractual Services
 - _____ Other
- _____ Budget Prioritization
- _____ Certified Assurances
- _____ Certification Regarding Lobbying
- _____ Audit Findings/ Corrective Action Plan (if applicable)
- _____ Single Audit Requirements (if applicable)

Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

More information on each item above can be found in the [NOFA Application Instructions](#).